

# CITY OF LIGHTHOUSE POINT CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE:**                    **Finance Director**

---

## **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to administer the planning, organization, and implementation of all finance department services for the city. Performs complex managerial and strategic work in the areas of accounting/financial services, cash management, accounts payable/receivable, and purchasing. Knowledge and application of GASB pronouncements, and MUNIS software (or familiarity with comprehensive financial management software). Sets goals and objectives for the department. Prepares and presents the budget.

## **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Plans, organizes, directs and reviews all financial and accounting procedures for the department including payroll, personnel, accounting, budgeting, and cash receipts and disbursements.

Prepares and monitors the annual budget.

Assists Department Directors in budget preparation; provides historical data and revenue projections.

Assists Labor Attorney in Union negotiations, including the preparation of cost analysis for proposal presented by the Union for consideration.

Monitors the financial position of the City on a monthly basis; analyzes monthly financial statements and payroll projections to prepare budgetary analysis; prepares twice monthly Treasurer's reports for the Mayor and City Administrator.

Monitors payroll and personnel records for compliance with Fair Labor Standard Act as applicable to Local Governments and other related laws.

Maintains all personnel related records including new hire, terminations, pay rate changes, pension loans, COBRA, Section 125, etc.

Provides information and advice when requested by the City Administrator, Mayor and Commissioners, Department Directors.

Consults with external auditors to develop procedures for compliance with authoritative pronouncements, provide data and documents, and resolve questions and recommendations.

Prepares Comprehensive Annual Financial Report and all related supporting documentation.

Prepares various regulatory reports as may be required by the Department of Banking, Division of Retirement, Internal Revenue service, etc.

Prepares monthly billing for Tennis center and membership roster. Reviews monthly financial reports submitted by the Tennis Director and calculates the revenue sharing between the City and the Tennis Director.

Prepares and updates annual Fire Rescue and Stormwater Assessment calculations.

Prepares an annual audit of all insurance premiums; prepares self billing or reconciles monthly billing for various insurance premiums.

Oversees computer programs and maintenance for the department and City Hall.

Attends City Commission meetings as required; makes financial presentation and recommendations to the Commission as requested; attends management staff meetings

Coordinates all employee insurance benefits including health, life, disability (long and short term), vision, dental, worker's compensation, accident, and hospitalization.

Administers the garbage vacation rebate program.

### **ADDITIONAL FUNCTIONS**

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in accounting, public administration, or closely related field; supplemented a minimum 3 to 5 years previous experience and/or training that includes departmental administration or office work, or any equivalent combination of related education, training and experience which provides the required knowledge, skills and abilities to perform the essential job functions.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to coordinate, manage, strategize, and/or correlate data and/or information. Includes exercise of judgment in determining time, place and/or sequence of operations. Includes referencing data analyses to determine necessity for revision of organizational components.

**Human Interaction:** Requires the ability to treat, mediate, counsel, or act as a lead person.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or set of programs.

## **ADA COMPLIANCE**

**Physical Ability:** Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require visual perception and discrimination. Some tasks require oral communications ability. Some tasks require the ability to perceive and discriminate sounds.

**Environmental Factors:** Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

The City of Lighthouse Point is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Lighthouse Point will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Revised 2/2/12